

Report for: Staffing and Remuneration Committee – 3 February 2023

Title: Appointment to the Post of Assistant Director of Digital and Change

Report authorised by: Jess Crowe, Director of Culture, Strategy, and Engagement

Lead Officer: Sunny Rana, Recruitment Business Manager,
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Ward(s) affected: All

Report for: Non-Key Decision

1. Describe the issue under consideration

- 1.1. The recruitment and selection campaign for the Assistant Director of Digital and Change began in November 2022 with a closing date of 3 January 2023. 21 candidates applied for the role and a long list of seven candidates were considered. One candidate regrettably withdrew their candidacy for personal reasons; therefore, six candidates were put forward for member shortlisting. Following a review of the six candidates presented, three candidates were shortlisted by the members and selected to take part in the final assessment stage, which will include stakeholder interviews and informal conversations with Andy Donald (Chief Executive), the Leader of the Council, and Jess Crowe (Director of Culture, Strategy, and Engagement). The final assessment stages will take place on the 1 February 2023 and 3 February 2023.
- 1.2. In accordance with the Local Authorities (Standing Orders) (England) Regulations 2001 and Part 4 Section K of the Council's Constitution applicable at the time of advertisement, the Staffing and Remuneration Committee is required to discharge the Council's functions in respect of the appointment of a suitable candidate to the post of Assistant Director of Digital and Change.

2. Cabinet Member Introduction

- 2.1. Not applicable.

3. Recommendations

- 3.1. To consider the recommendations of the Member Panel and appoint a suitable candidate to the post of Assistant Director of Digital and Change, subject to the objections process of the Cabinet whereby the Staffing and Remuneration Committee may only make the offer of appointment of the Assistant Director of Digital and Change when:
 - (a) no objection has been made by any member of the Cabinet, or
 - (b) if any objection is made, the Staffing and Remuneration Committee has declared itself satisfied that the objection is not material or well-founded.

- 3.2. Subject to (3.1) above, to agree that the appointment of the candidate to the post of Assistant Director of Digital and Change to be on the salary that is proposed to the Staffing and Remuneration Committee by the Member Panel. This will be in the range of £105,761 - £122,711, as set out in the Council's Pay Policy Statement.
- 3.3. Subject to (3.1) above, any appointment made will take effect when the appointed candidate accepts in writing the contract of employment offered to them by the Council.
- 3.4. To agree that, if the successful candidate decides not to accept the role for any reason and there is an alternative appointable candidate recommended by the Member Panel, that this candidate is appointed to the role subject to (3.1), (3.2), and (3.3) above.

4. Reason for decision

- 4.1. To fill a senior post in the Council's organisation structure which is responsible for leading the delivery of services within the accountabilities of the role.

5. Alternative options considered

- 5.1. To fill this role on a temporary basis. However, this would not have been as cost effective nor offer the service the stability of a permanent appointment.

6. Background information

- 6.1. The recruitment and selection process for the Assistant Director of Digital and Change was as follows:
 - (a) In November 2022, the Council utilised an executive recruitment agency to undertake a campaign of advertising for the post of Assistant Director of Digital and Change. The advert had a closing date of 3 January 2023. 21 candidates applied for the role and a long-list of seven were considered. One candidate regrettably withdrew their candidacy for personal reasons and so that reduced the longlist to six.
 - (b) Following a review of the longlist, three candidates were selected to take part in the informal interview stage with all candidates taken through to final assessment process.
 - (c) The shortlisted candidates will take part in a final assessment process on 1 and 3 February 2023:
 - (i) Candidates will attend a stakeholder day on the 1 February 2023, where they will attend stakeholder panel (board/staff stakeholder panel).
 - (ii) The Leader, Cllr Peray Ahmet, informal 1:1s – 1 February 2023.
 - (iii) Jess Crowe, Director of Culture, Strategy, and Engagement, informal 1:1s – 1 February 2023.

- (iv) The final interviews will be with the Member Panel: Cllr Reg Rice, Cllr Sarah Williams, and Cllr Marsha Isilar-Gosling, and will take place on the 3 February 2023.
- (v) The post of Assistant Director of Digital and Change has a proposed salary which is within a pay range of £105,761 - £122,711 and is recognised as a HB1 role within the Council's Senior Leadership pay bands.
- (vi) In accordance with the Council's Pay Policy Statement, if the appointee salary will be in excess of £100,000 per annum, it has to be agreed by the Staffing and Remuneration Committee.

6.2. The recommendation that the appointment will take effect if and when the appointed candidate accepts in writing the contract of employment offered to them by the Council is intended to ensure that the appointed candidate signs up to the contract of employment which the Council offers them.

7. Contribution to strategic outcomes

7.1. The post of Assistant Director of Digital and Change is a key role and part of the strategic leadership of the Council, responsible for the delivery of Council priorities and the Borough Plan.

8. Statutory Officers' Comments

Finance (including Procurement)

8.1. The cost of the post of Assistant Director of Digital and Change within the range set out above, can be met from the approved budget for this post.

Legal

8.2. A local authority shall appoint such officers as it thinks necessary for the proper discharge by the authority of such of their functions (section 112 Local Government Act 1972).

8.3. In accordance with the Local Authorities (Standing Orders) (England) Regulations 2001 ("the 2001 Regulations") and Part 4 Section K of the Council's Constitution, any proposed appointment to the post referred to in this report will be required to be appointed by this Committee. In addition, the 2001 Regulations state that where a committee or a sub-committee of the council is discharging the function of appointment on behalf of the authority, at least one member of the cabinet must be a member of that committee or sub-committee.

8.4. The offer of appointment of the Assistant Director of Digital and Change shall only be made where:

- (i) no objection has been made by any member of the Cabinet, or
- (ii) if any objection is made, the Staffing and Remuneration Committee has declared itself satisfied that the objection is not material or well-founded.

8.5. In accordance with the Council's Pay Policy Statement and Part 3 Section B of the Constitution, where it is proposed to appoint an officer and the proposed

salary is £100,000 per annum or more, the Staffing and Remuneration Committee must consider and approve the proposed salary.

- 8.6. Under section 7 of the Local Government and Housing Act 1989, every appointment to a paid office or employment to a Council post must be made on merit.

9. Use of Appendices

- 9.1. Not applicable.

10. Local Government (Access to Information) Act 1985

- 10.1. Not applicable.